

Subject: **More at Four Subcontract Templates for 2008-09**
Date: June 4, 2008
From: Jamie Woodlief
To: More at Four Contract Administrators, More at Four Program Contacts, More at Four Fiscal Contacts

More at Four Subcontract templates for 2008-09

We are excited about the beginning of the 2008-09 year as we enter the eighth year of the *More at Four* Pre-Kindergarten Program. The beginning of the school year is rapidly approaching and many of you are anxiously awaiting the new subcontract templates.

If the provider of the *More at Four* services (provision of high quality pre-kindergarten services - **6 to 6 ½ hour day**) is not under the auspices of your agency a subcontract must be executed. **A proper relationship between your agency and the subcontractor cannot be over emphasized.**

If you subcontract for the *More at Four* services, attached you will find two subcontract templates for use in 2008-09. Each template includes attachments after the contract document for your use. These are explained in the instructional page. These subcontract templates should only be used to subcontract for the *More at Four* slot(s) for which the Provider will receive reimbursement for a filled slot. The attached template(s) should also be reviewed by your legal counsel to ensure it meets your agencies requirements.

- The first template titled "Subcontract template no Smart Start funds" should be used if Smart Start funds will not support the payment (a filled slot) of the *More at Four* 6-6 ½ hr day services. This template may be used for all other funds except Smart Start. This template allows you the option to subcontract *More at Four* start-up purchases.
- The second template titled "Subcontract template with Smart Start funds" should be used if Smart Start funds will support the payment (a filled slot) of the *More at Four* 6-6 ½ hr day services. This template may also include other funding sources. This template has been approved by Connie Holton at NCPC and will be posted on their website.

Please review the instruction page and each subcontract template before using. The templates may be used for private-for-profit, private not-for-profit and public (local) agencies. You will notice that certain clauses are designated for private agencies (not-for-profit and for profit) and/or public agencies only. Unless specifically noted, all clauses are applicable to all types of contractors.

New language has been added this year to both templates. The subcontract amendment template has also been updated and is also attached. Please discard all previous subcontract templates and begin to use these documents.

Although the documents are attached, please use the templates that can be found on the *More at Four* website, under More at Four / Forms (www.osr.nc.gov)

Please contact **Susan Blackard (919) 981-5346** should you have any questions or issues that arise regarding the subcontract templates. Questions may be discussed by phone; or if you would like, Susan will schedule a visit with your agency to assist you.